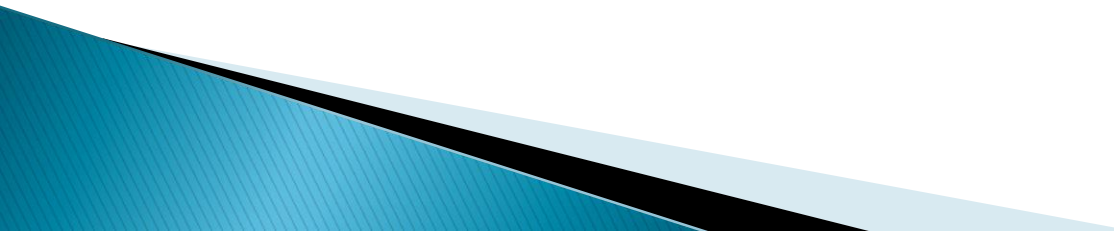


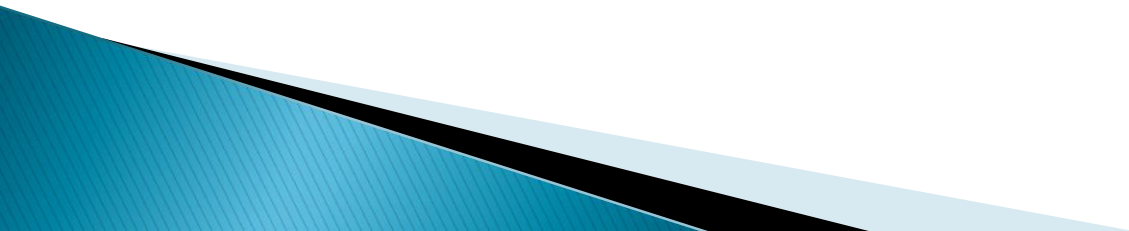
Indiana Common Transcript

Specialized Data Systems

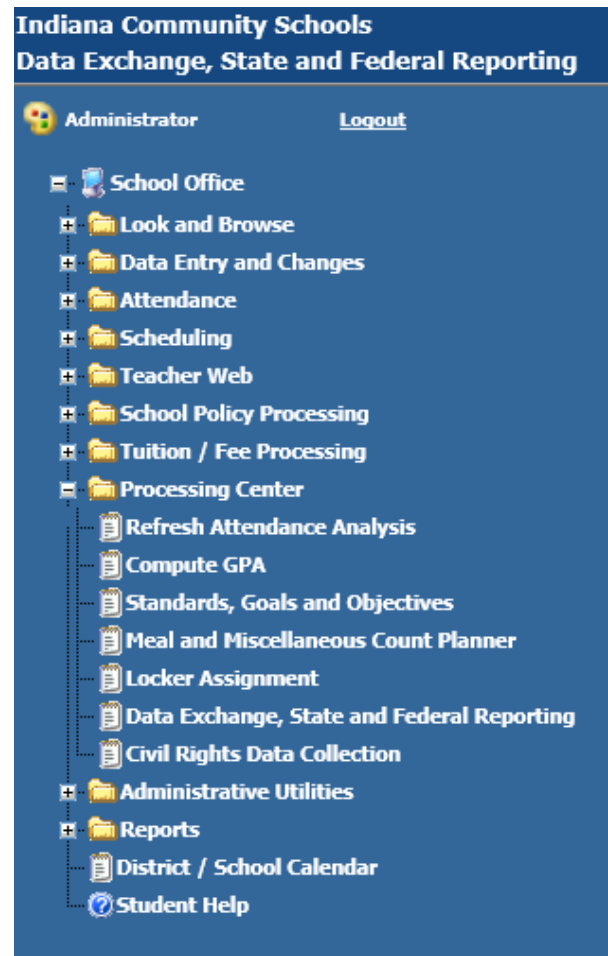
Creating and sending the Indiana Common Transcript.

- ▶ Where to find the Transcript
 - ▶ How to synchronize your SDS data to the transcript layout
 - ▶ How to select your students
 - ▶ How to send transcripts via Web Services API
- 

Where to find the Transcript




Main Menu/Processing Center/Data Exchange



Select IN Common Transcript

Select State or Company: ▼



The image shows the Indiana state flag, which features a blue field with a yellow torch in the center. The word "INDIANA" is written in a yellow arc above the torch. There are twelve yellow stars arranged in a circle around the torch.

Select a Report

- AT-EM
- AT-RT
- DOE-EM
- DOE-EV
- DOE-EXSU
- DOE-GR
- DOE-ME
- DOE-RT
- DOE-SE
- DOE-STN
- DOE-TB
- DOE-TL
- DOE-TR
- IN Common Transcript
- IN Common Transcript CPT Set
- IN Common Transcript-Courses
- IN Common Transcript-Immuniz
- IN Common Transcript-Test
- INDOE-AD
- INDOE-ALT
- INDOE-DC
- INDOE-HB
- INDOE-TI
- ISTEPBAR
- ISTEPBARR
- LEP-ISTEP
- DOE-ECABAR
- DOE-FD
- DOE-IR

Screen for Setup and Launch of the Transcript

Select State or Company: Indiana IN Common Transcript ☐ Show Inactive Reports School Location: All Locations

Report Export File Name: IN Common Transcript File Export Format: XML Format Data Selection Options: Demographics.[ID_Number] IN ('002502343','002502343') Create Export File:

Export Using This Data Selection? ☒

Export Design Options: Basic Report Information: Save Report Changes: **<=Click to save Other Values and Field Matches.**

Basic Reporting Information Available for this and Other Reports

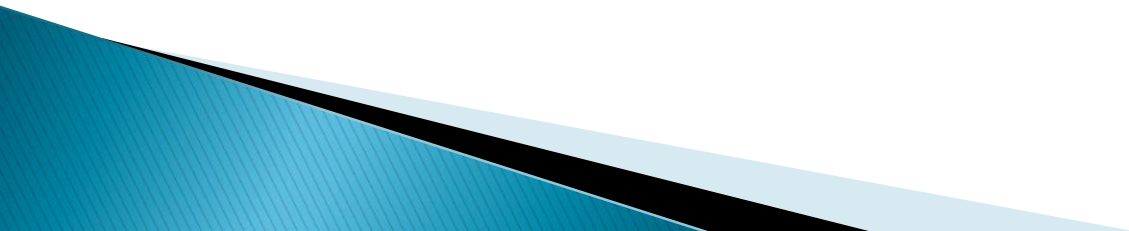
District Name:	Indiana Community Schools	District Number:	2815	1	Indiana High School
Contact & Phone	765-123-5555 Mr. Brett T. G			2	
Address:	123 Main St			3	
City:	Anytown	Report Date:	07/13/2015	4	
State and Zip:	Indiana #18 46000	Reporting Month:	July	5	
File ID:	001	Report School Year:	2015	6	
		Current Students or Exited After Date:	08/11/2011		

XML Header (do not enter "< or >") ?xml version="1.0" encoding="utf-8" ?

Element 1 Info xmlns:schemaLocation="urn:org:pesc:message:HighSchoolTranscript:v1.3.0 HighSchoolTranscript_v1.3.0.xsd" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:

Field Order	States	Field Length	Descriptive Field Name	Select to Un-Assign Field	SDS Field Name	SDS Table Name	Default If Blank	Export Format	Field In Use?	Key
1		6	CEEBACT		txtOther6	* Default Values	123456			
2		35	LocalOrganizationIDCode		School_Location	Demographics				6472278
3		2	LocalOrganizationIDQualifier		ddlState	* Default Values				
4		60	OrganizationName District		txtDistrictName	* Default Values				6472280
5		60	OrganizationName School		txtOther1	* Default Values				
6		40	AddressLine 1 School		txtAddressLine1	* Default Values				6472282
					txtAddressLine2					

How to synchronize your SDS data to the transcript layout



Setup the Report Screen Header

Check that the Basic Reporting information on the left is correct.

Put the school name in the Other Values #1 box.

The other value #6 should remain blank. You will see later that it used as a placeholder in the transcript layout.

Select State or Company: Indiana		IN Common Transcript		<input type="checkbox"/> Show Inactive Reports		School Location: Indiana High School	
Report Export File Name: IN Common Transcript		File Export Format: XML Format		Data Selection Options: Demographics.[Student_Last_Name] IN ('LName')		Create Export File:	
Export Using This Data Selection? <input checked="" type="checkbox"/>							
Export Design Options		Basic Report Information		Save Report Changes			
						<=Click to save Other Values and Field Matches.	
Basic Reporting Information Available for this and Other Reports				Other Values 1-6			
District Name: Indiana Community Schools		District Number: 2815		1 Indiana High School			
Contact & Phone: 765-123-5555 Mr. Brett T. G		Report Date: 07/10/2015		2			
Address: 123 Main St		Reporting Month: July		3			
Address:		Report School Year: 2015		4			
City: Anytown		Current Students or Exited After Date: 08/11/2011		5			
State and Zip: Indiana #18 46000				6			
File ID: 001							

BEGIN A REVIEW OF ALL FIELDS IN THE LAYOUT.













#1: Enter your CEEB code in the Default column.

#2: This is your school location code used in SDS. Keep this match.

#5: Keep this matched to the Other Values #1 text box in the report header.



#10: Enter your school's zip code in the Default column.

All other fields on this screen shot are matched to report header fields. Keep these matches.

Field Order	States Field Length	Descriptive Field Name	Select to Un-Assign Field	SDS Field Name	SDS Table Name	Default If Blank
1	6	CEEBACT		txtOther6	* Default Values	123456
2	35	LocalOrganizationIDCode		School_Location	Demographics	
3	2	LocalOrganizationIDQualifier		ddlStateCodes	* Default Values	
4	60	OrganizationName District		txtDistrictName	* Default Values	
5	60	OrganizationName School		txtOther1	* Default Values	
6	40	AddressLine 1 School		txtAddressLine1	* Default Values	
7	40	AddressLine 2 School		txtAddressLine2	* Default Values	
8	30	City School		txtCity	* Default Values	
9	2	StateProvinceCode School		ddlState	* Default Values	
10	17	PostalCode School		txtOther6	* Default Values	43000
11	3	AreaCityCode		txtOther6	* Default Values	
12	8	PhoneNumber School		txtContactPhone	* Default Values	

#13 and #14: These fields are placeholders and should be left with the default values shown.













Parchment will already have the information on the colleges and universities receiving each student's transcript.

13	6	ATP		<input type="text" value="txtOther6"/>	* Default Values	<input type="text" value="ATPTYP"/>
14	60	OrganizationName Receiver		<input type="text" value="txtOther4"/>	* Default Values	<input type="text" value="AnyOrganization"/>

#15: SDS assigned ID number





















#16: State assigned ID. Set this to your field if it is not STN.

#17: Default value = "State" (assignor of the ID in field #16).

15	20	SchoolAssignedPersonID	 	ID_Number	 	Demographics	<input type="text"/>
16	30	AgencyAssignedID	 	STN	 	Demographics	<input type="text"/>
17	50	AgencyCode	 	txtOther6	 	* Default Values	State



#18–21: These are standard SDS fields and should not be changed.

#22: The student suffix is not a required field. It can be left with the default or matched to a student suffix field.

18	10	BirthDate	 	<div>Birth_Date</div>  	Demographics	<input type="text"/>
19	35	FirstName Student	 	<div>Student_First_Name</div>  	Demographics	<input type="text"/>
20	35	MiddleName Student	 	<div>Student_Middle_Name</div>  	Demographics	<input type="text"/>
21	35	LastName Student	 	<div>Student_Last_Name</div>  	Demographics	<input type="text"/>
22	5	NameSuffix Student	 	<div>txtOther6</div>  	* Default Values	<input type="text"/>







#23 and #24: Parent first and last names are not required and are set to default.

These fields can be matched to parent first and last name fields if available.





23	35	FirstName Parent		<input type="text" value="txtOther6"/>	* Default Values	<input type="text"/>
24	35	LastName Parent		<input type="text" value="txtOther6"/>	* Default Values	<input type="text"/>

#25 and #27-29 are standard SDS fields and should not be changed.

#30 should be left as a default. Add a value in the right box ONLY if the student lives outside of the US.

25	40	AddressLine 1 Student		Street_Name_Po_Box	Demographics	<input type="text"/>
26	0	AddressLine 2 Student		txtOther6	* Default Values	<input type="text"/>
27	30	City Student		City	Demographics	<input type="text"/>
28	2	StateProvinceCode Student		State_Province	Demographics	<input type="text"/>
29	17	PostalCode Student		Zip_Code_Postal_Code	Demographics	<input type="text"/>
30	10	CountryCode Student		txtOther6	* Default Values	<input type="text"/>

#31–34 are standard SDS fields and should not be changed.










31	5	AreaCityCode Student		<input type="text" value="txtOther6"/>	* Default Values	<input type="text"/>	###
32	11	PhoneNumber Student		<input type="text" value="Home_Phone"/>	Demographics	<input type="text"/>	#####
33	15	GenderCode		<input type="text" value="Sex"/>	Demographics	<input type="text"/>	F=Female,M=Male
34	30	StudentLevelCode		<input type="text" value="Grade_Level_Description"/>	Demographics_SR_1	<input type="text"/>	

#35 and #37: The grad date is a standard SDS field. Do not change.

#36: The default value is set to B18: Standard High School Diploma. This can be matched if you have a field with diploma level codes entered.

#38: The default value is set to Core 40. This can be matched if you have a field with diploma descriptions entered.







#39: The default value is set to ALL. This means all courses that would go on your SDS paper transcripts will be included.

35	10	CohortGraduationYear		Grad_Date 	GPA_Cummulative	<input type="text"/>
36	10	AcademicAwardLevel		txtOther6	* Default Values	B18
37	10	AcademicAwardDate		Grad_Date 	GPA_Cummulative	<input type="text"/>
38	400	AcademicAwardTitle		txtOther6 	* Default Values	Core 40
39	50	AcademicSummaryType		txtOther6 	* Default Values	All

#40, #40.1 and #41.2: Credit attempted and credit earned are standard SDS fields. Do not change.

#41 and #41.1: Leave these matches OR they can be changed to different GPA and Grade Points respectively (B or C).

#40.2: Units is provide as a default. This field is defined as “The type of credit associated with the credit hours earned for the course”. Type in a new default if needed. Values can be found in your SDS documentation.”







40	10	CreditHoursAttempted		Credit_Attempted	GPA_Cummulative	<input type="text"/>
40.1	10	CreditHoursEarned		Credit_Earned	GPA_Cummulative	<input type="text"/>
40.2	25	CreditUnit		bxtOther6	* Default Values	Units
41	10	GradePointAverage		G_P_A_A	GPA_Cummulative	<input type="text"/>
41.1	15	TotalQualityPoints		Grade_Points_A	GPA_Cummulative	<input type="text"/>
41.2	15	CreditHoursforGPA		Credit_Attempted	GPA_Cummulative	<input type="text"/>

#42 and #43: Set the default column lowest and highest possible GPA value at your school.

#44: Keep the match or change to a different Rank (B or C).

#45: This field is matched to the standard SDS field for the number of students in the class. This should not be changed.

#46 and #47: Standard SDS entry and exit fields should not be changed.





42	18	GPARangeMinimum		<input type="text" value="txtOther6"/>	* Default Values	<input type="text" value="0"/>
43	18	GPARangeMaximum		<input type="text" value="txtOther6"/>	* Default Values	<input type="text" value="4"/>
44	4	ClassRank		<input type="text" value="Rank_A"/>	GPA_Cummulative	<input type="text"/>
45	4	ClassSize		<input type="text" value="No_in_class"/>	GPA_Cummulative	<input type="text"/>
46	10	EntryDate		<input type="text" value="Entry_Date"/>	Demographics	<input type="text"/>
47	10	ExitDate		<input type="text" value="Exit_Date"/>	Demographics	<input type="text"/>

To match fields in the transcript to custom fields in SDS

Click the Export Design Options icon



Select a table from the dropdown “Select a table to store data”

Select the field that contains the desired data.

Export Design Options		Basic Report Information		Save Report Changes	
				 <=Click to save Ot	
1 Smart Setup for Export Layout	2 Select a table to store data:	3 Fields in selected Table:	<input type="checkbox"/> Combine Fields		
 (Use Default) ▼	Demographics ▼	Diploma_Type ▼			

After selecting the field, scroll down to the transcript field to synchronize.

Click the icon to the right of the field name to insert the selected field.

36	10	AcademicAwardLevel		Diploma_Type	Demographics	B18
37	10	AcademicAwardDate		Grad_Date	GPA_Cumulative	













The last 3 line items indicate sub-reports that contain multiple records for each student.

No adjustments need to be made to these reports.

#48: Courses taken with all grade and credit information.





#49: Immunization dates and CPT codes.

#50: Standardized test scores.

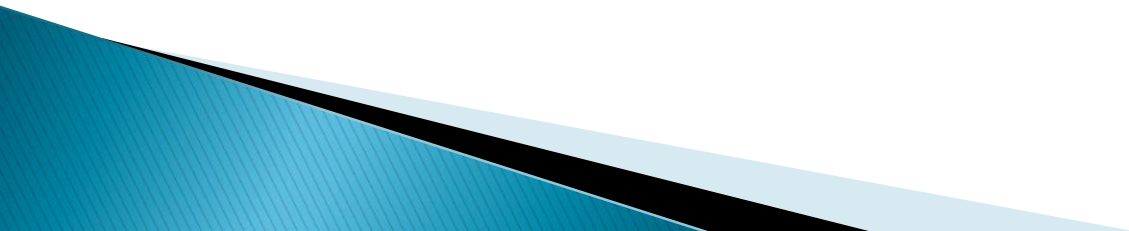
48	2		 	IN Common Transcript-Courses	 		<input type="text"/>		S
49	2		 	IN Common Transcript-Immuniz	 		<input type="text"/>		S
50	2		 	IN Common Transcript-Test	 		<input type="text"/>		S

Once all fields are appropriately set up, click the “Save Report Changes” icon.






Unless you need to make a change for a student with a unique situation,
YOU ARE DONE WITH YOUR SETUP and you will use this template for all future sends.

Select State or Company: Indiana		IN Common Transcript	<input type="checkbox"/> Show Inactive Reports	School Location: All
Report Export File Name:	File Export Format:	Data Selection Options	Create Export File:	
IN Common Transcript	XML Format	A Z↓		
Export Using This Data Selection? <input checked="" type="checkbox"/>		Demographics.[Student_Last_Name] IN ('Lname')		
Export Design Options	Basic Report Information	Save Report Changes		
			<=Click to save Other Values and Field Matches.	
Basic Reporting Information Available for this and Other Reports				


How to Select Students



To begin the student selection process, click the Data Selection Options icon on the Report Header screen.

Select State or Company: Indiana		IN Common Transcript	<input type="checkbox"/> Show Inactive Reports	School Location: All
Report Export File Name: IN Common Transcript	File Export Format: XML Format	Data Selection Options 	Create Export File: 	
Export Using This Data Selection? <input checked="" type="checkbox"/>		Demographics.[Student_Last_Name] IN ('Lname')		
Export Design Options 	Basic Report Information 	Save Report Changes 	<=Click to save Other Values and Field Matches.	
Basic Reporting Information Available for this and Other Reports				

1. Select the Demographics table for sort options.
2. Select a field in the table.
3. Click an item in the field value list.
4. Click the right arrow to select the item.

1 Select a table for sort options:		<input type="checkbox"/> Combine Fields	
(Use Default) ▼	Demographics ▼		
2 Fields in selected table:	3 Data in selected field: Deselect All	4	Data used for record Selection:
ID_Number Instructional_Prog Internet_Access_Approved Istep_Remediation Lang_Minority_Participant Length_of_Expulsion LEP_Level Live_Yers Locker_Combo Locker_No Lunch_Assignment Mail_To_Name Master_eMail Math_Accom	002502343 002504055 002506043 002510116 002512031 002514077 003302468 004602145 004605156 004609116 004610081 004801820 006803071 006805140		004605156 004801820






Click the button “If value IS in the list”.

Click the button “Add to Sort Definition”.

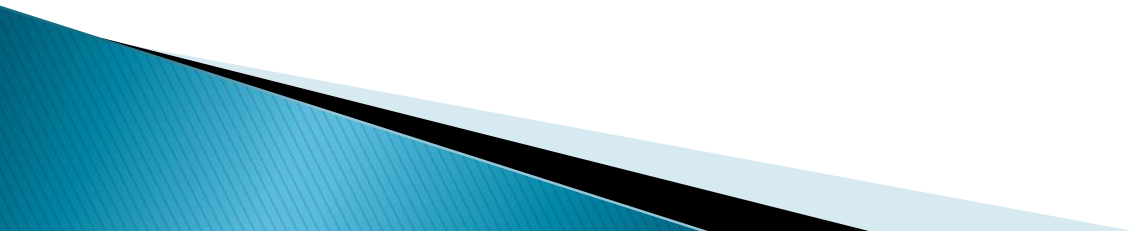
Record Selection Options:							
<input checked="" type="radio"/>	If value IS in the list. (=)			<input type="radio"/>	If Greater or Equal first value and less or equal last value.		
<input type="radio"/>	If value is NOT in the list. (<>)			<input type="radio"/>	If no value (null)		
<input type="radio"/>	If greater or equal to first value (>=)						
Add to Sort Definition				Clear Sort Definition			
	Table Name	Field Name	Sort Order	Drill Down	Selection Option	Selection List	Data Type
Select	Demographics	ID_Number	Ascending	Yes	In List	002502343 002502343	String

[Adjust student selection to include Only Active Students?](#)

Click the “Data Selection Options” button to save your selection and return to the design screen.


Select State or Company: Indiana		IN Common Transcript	Show Inactive Reports	School Location: All
Report Export File Name:	File Export Format:	Data Selection Options	Create Export File:	
IN Common Transcript	XML Format			
Export Using This Data Selection? <input checked="" type="checkbox"/>		Demographics.[Student_Last_Name] IN ('Lname')		
Export Design Options	Basic Report Information	Save Report Changes		
			<=Click to save Other Values and Field Matches.	
Basic Reporting Information Available for this and Other Reports				

How to send transcripts via Web Services API



Select XML format from the “File Export Format” dropdown at the top of the screen.

Click the “Create Export File” icon.

File Export Format:	Data Selection Options	Create Export File:
<div data-bbox="363 639 755 668">XML Format ▼</div>	<div data-bbox="884 632 929 675">A Z ↓</div>	<div data-bbox="1296 632 1340 675"></div>
<div data-bbox="343 711 768 739">Export Using This Data Selection? <input checked="" type="checkbox"/></div>	<div data-bbox="871 689 1503 746">Demographics.[ID_Number] IN ('002502343','002502343') <div data-bbox="1464 689 1503 746">↑ ↓</div></div>	

Indiana Common Transcript

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